

Expenses

1. Introduction

KidsCare looks at dependant care expenses when screening for potential Medicaid eligibility. Dependant care expenses can be entered in ACE on the “**Expenses**” window.

The “**Expenses**” window has two tabs:

- **Expenses**
- **Non Covered Medical** (Not used for KidsCare)

The screenshot shows a software window titled "Expenses (HOWARD STERN - APPLICANT - 100066237, 8/1/2005)". It has two tabs: "Expenses" (selected) and "Non Covered Medical". The "Expenses" tab contains a "Group list:" dropdown menu with "HOWARD STERN" selected. Below this is a list of expense types: ASSOCIATION FEE, CHILD SUPPORT, COURT-ORDERED SPOUSAL SUPPORT, **DEPENDANT CARE** (highlighted), HOMEOWNER'S INSURANCE, MORTGAGE, PROPERTY TAX, RENT, RENTER'S INSURANCE, and UTILITIES. To the right of the list is a month/year dropdown menu showing "Aug 2005". Below the dropdown menu are two buttons: "Summary" and "New". At the bottom of the window are five buttons: "Back", "Find", "OK", "Cancel", and "Forward". Arrows from labels on the right point to the "Non Covered Medical" tab, the "Expenses" tab, and the "Aug 2005" dropdown menu.

The “**Expenses**” tab all has the following:

- **Summary** Lists all the expenses previously entered into the system on that tab.
Note: KidsCare will only use the **Dependant Care** expense.
- **New** Allows you to add a new detail window to enter expenses not previously entered into the system on that tab.

Expenses (HOWARD STERN - APPLICANT - 100066237, 8/1/2005)

Expenses Non Covered Medical

Group list: HOWARD STERN

Type

- ASSOCIATION FEE
- CHILD SUPPORT
- COURT-ORDERED SPOUSAL SUPPORT
- DEPENDANT CARE**
- HOMEOWNER'S INSURANCE
- MORTGAGE
- PROPERTY TAX
- RENT
- RENTER'S INSURANCE
- UTILITIES

Aug 2005

Summary

New

Back Find OK Cancel Forward

- **List**

Displays different types of expenses you may select.

Reminder: KidsCare will only use the **Dependant Care** expense.

- **Detail**

Opens the detail window for the selected item previously entered. Allows you to review and/or modify an entry.

The function of the buttons on the “**Expense**” tab changes depending on whether or not an expense record was previously created in ACE. The following table shows how the information is displayed based upon whether expense records exist in ACE:

If an expense record...	The buttons will display as...	The expense grid will display...
Was <u>not</u> previously created in ACE...	<ul style="list-style-type: none"> • Summary • New 	The list of available expense types.
Has been entered into ACE...	<ul style="list-style-type: none"> • List • Detail 	A summary of the existing expense records.

Make sure the “**List**” button is displayed in order to see the expenses previously entered for the group member.

If no expense has been previously entered on the “**Expense**” tab, ACE will only allow you to see the list of expenses.

! **Remember:** Make sure you are looking at information for the correct group member and control date.

When the “**List**” button is displayed, you are viewing the summary. The summary displays the following information:

- **Expense Description** Displays the different types of expenses.
Reminder: KidsCare will only use the **Dependant Care** expense.
- **Amount** The amount of the expense.
- **Frequency** How often the expense is paid.
- **Shared** Number of people who share the expense (Not used for KidsCare).

The “**Amount**”, “**Shared**” and “**Frequency**” is information entered on the “**Detail**” window, specific to that expense.

Expenses (HOWARD STERN - APPLICANT - 100066237, 8/1/2005)

Expenses Non Covered Medical

Group list: HOWARD STERN

Expense Description	Amount	Frequency	Shared
DEPENDANT CARE	400.00	MONTHLY	0

Aug 2005

List

Detail

Back Find OK Cancel Forward

Frequency

Shared

Amount

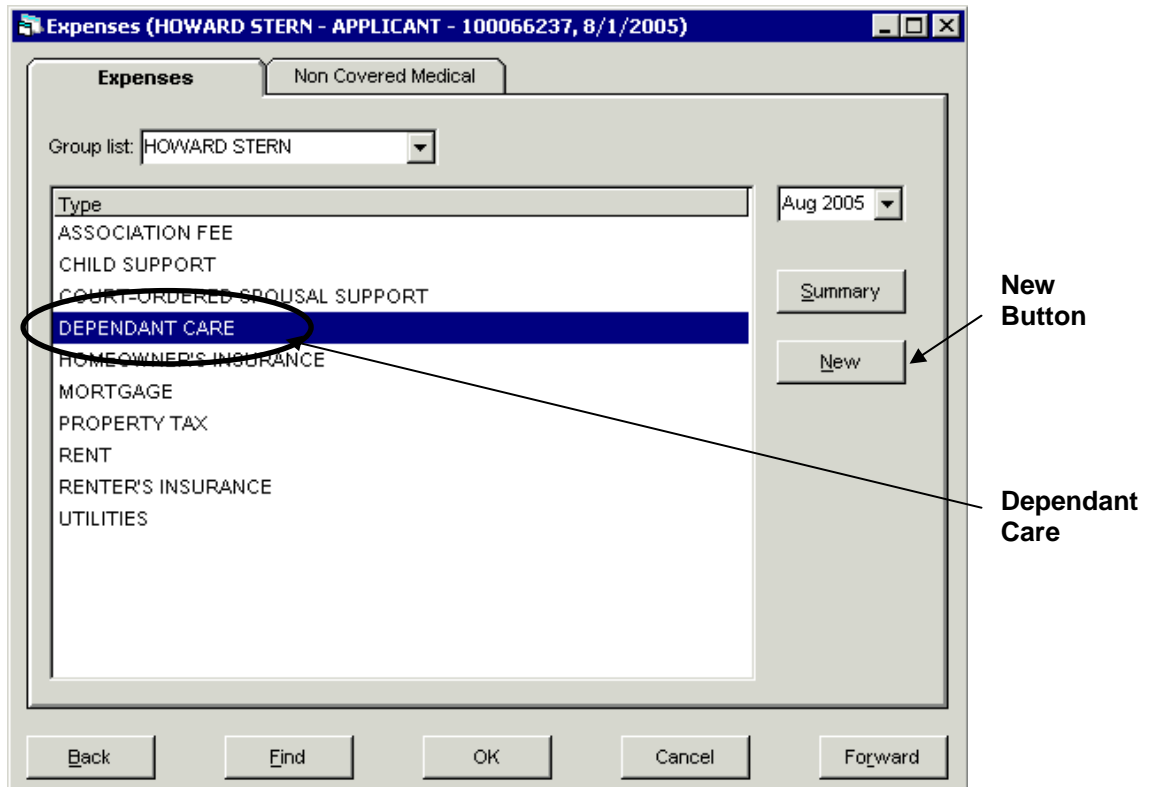
Expense Description

2. Entering Dependant Care Expenses

To view the listing under “**Type**”, the “**Summary**” button must be displayed. Expenses are displayed in alphabetical order. Select “**Dependant Care**” and click the “**New**” button or simply double click on the “**Dependant Care**”.



Make sure to enter dependant care expenses under the child that is in day care.



This will bring up the “**Expenses Detail Window**”.

The expense detail contains the following fields:

- **Expense Type** Should only be “**Dependant Care**”.
- **Amount of Expense** The amount of dependant care paid for the child.
- **Frequency** How often the expense is paid. Use the ▼ (down arrow) to view the frequency selection, or begin typing in the word and ACE will default to the first word.

- **Shared expense**

The number of people who are responsible for the expense (**Not used for KidsCare**).

The buttons at the bottom of the “**Expense Detail Window**” allow you to navigate between detail windows. Several of these buttons may be disabled if only one expense record exists and if you are viewing the first or the last record in the summary.

- **Prior** Saves information entered, and travels back to the detail window of the previous expense on the expense summary. This button is disabled when only one expense record exists or when you are viewing the first record in the summary.
- **Next** Saves information entered, and travels to the next detail window on the expense summary. This button is disabled when only one expense record exists or when you are viewing the last record in the summary.
- **New** Allows you to create an additional detail window for the same type of expense. By clicking on the “**New**” button, a new or additional detail window will open.
- **Delete** Eliminates a detail window.
- **OK** Saves information entered on that window, and closes the window.
- **Cancel** Does not save information entered on that window, and closes the window.

Expenses (HOWARD STERN - APPLICANT - 100066237, 8/1/2005)

Expense type: **DEPENDANT CARE**

Amount of expense:

Frequency:

Verified: **No**

Shared expense
By how many:

Bottom Buttons

Prior Next New Delete OK Cancel

Once you have entered the dependant care expense information, click “OK” and you will be taken back the “Expenses” tab with a summary of the dependant care expense that has just been entered.

Expenses (HOWARD STERN - APPLICANT - 100066237, 8/1/2005)

Expenses Non Covered Medical

Group list: **HOWARD STERN**

Expense Description	Amount	Frequency	Shared	
DEPENDANT CARE	400.00	MONTHLY	0	Aug 2005

New dependant care expense record

List Detail

Back Find OK Cancel Forward